

# **REQUEST FOR QUALIFICATIONS**

## **CITY FACILITIES MASTER PLAN**



**June 26, 2015**

**DUE DATE: Thursday December 15, 2016**

**City of Celina, Texas  
142 N. Ohio  
Celina, Texas 75009**

**CITY OF CELINA, TEXAS  
REQUEST FOR QUALIFICATIONS FOR CITY FACILITIES MASTER PLAN**

## **I. INTRODUCTION**

### **A. General Information**

1. The City of Celina, Texas (the “City”) is accepting Qualifications from qualified firms for the purpose of entering into a consulting services agreement to provide a city facilities master plan.

2. For further information concerning this Project, interested persons may contact the Administrative Services Manager, Michael Montgomery, at the following e-mail and physical address:

City of Celina, Texas  
Attn: Michael Montgomery  
142 N. Ohio  
Celina, Texas 75009  
[mmontgomery@celina-tx.gov](mailto:mmontgomery@celina-tx.gov)

3. Interested firms must submit their Qualifications including the following material by Thursday, December 15<sup>th</sup> at 3pm to be considered:

- (a) One (1) original and six (6) copies of the proposal;
- (b) Qualifications should be sent or hand-delivered. The completed qualifications to the following address in a sealed envelope labeled “Statement of Qualifications, City Facilities Master Plan.” All qualifications will be retained by the City and will not be returned. Address the proposal to:

City of Celina, Texas  
Attn: Michael Montgomery  
142 N. Ohio  
Celina, Texas 75009

4. The City reserves the right to reject any or all qualifications submitted. There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

5. The City reserves the right to retain all qualifications submitted and to use any ideas in a proposal regardless of whether or not that qualification is selected.

6. Inquiries concerning the request for qualification may be made to:

City of Celina, Texas  
Attn: Michael Montgomery  
142 N. Ohio

7. Qualifications will be evaluated by a Qualifications Evaluation Committee chosen by the City Manager. During the evaluation, the Committee and the City may request additional information. Furthermore, the City or the Committee may request firms submitting qualifications to make oral presentations and discuss their qualifications and expertise.
8. A selection committee will review the qualifications based on the above-mentioned information. The committee will rank the responsive qualifications and compile a short list of Consultants for further consideration. Short-listed Consultants will be contacted and invited to an interview with the selection committee. During the interview, the Consultant will make a presentation (maximum of 30 minutes) to the selection committee followed by questions from the committee. Once an architectural firm is selected, a fee proposal will be requested for negotiation.
9. All questions must be submitted in writing to Michael Montgomery no later than Tuesday, December 6<sup>th</sup> at 5pm.

## **II. SCOPE OF SERVICES**

### **A. General Scope of Services**

1. The City is soliciting the services of qualified professional service firms for the purpose of entering into a consulting services agreement to provide a master plan for municipal facilities. The City is seeking following deliverables:

- Current map of City owned facilities and land
- Map and plan of future City facilities based on staffing projections provided by City
- Footprints (land and structure) and rough cost estimates for future facilities
- Site possibilities for future facilities based on strategic locations
- Facilities to be considered: City Hall, Police Stations, Fire Stations, Libraries, and Others to Be Determined

## **III. PROPOSAL**

Your team's proposal should include an introductory letter that includes:

- Contact person
- Contact information of Contact person, including phone number and e-mail address
- Number of years, Firm in business

Your team and related experience must be identified in a statement of relevant experience. Projects should be listed where similar work was completed.

List a minimum of one reference of a project of similar scale. Include client contact information.

The submissions will be evaluated by the team based on the criteria listed below:

- I. Firm Experience, Qualifications and Expertise
  - Experience, qualifications and expertise of firm
- II. Project Understanding and Approach
  - Project approach and understanding of the scope
  - Competitive advantages and special capabilities
  - Examples of other projects completed similar in scope
  - Municipal or Government entity experience
- III. Additional Factors
  - References
  - Other related information